

R10 InfoPage

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Q&D - Office of Environmental Cleanup Records Disposition Schedules

[Link to the common](#)**Housekeeping Schedules****not included in this table**

RECORD SERIES DESCRIPTION	DISPOSITION	NARA #
<p>309 REVIEW & COMMENT FILES: Contains documents used in review and coordination of EPA comments on projects that may impact on the environment.</p> <p>Item a(1): 309 review comment file Includes official Agency comments made pursuant to Section 309 of the Clean Air Act regarding environmental impact statements (EISs), regulations, legislation and other major federal actions, associate reviewer comments, a copy of materials reviewed, and other associated materials.</p> <p>Item a(2): 309 review report Includes computer-generated data summarizing official 309 reviews, Federal Register notices, and other associated materials.</p> <p>Function: 108-025-08 135</p>	<p>Item a(1): Permanent Close inactive records upon completion of project review after final comment issuance.</p> <p>Transfer nonelectronic records to the National Archives 20 years after file closure.</p> <p>Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. Delete EPA reference copy 20 years after file closure.</p> <p>Item a(2): Disposable Close inactive records at end of reporting cycle.</p> <p>Destroy 15 years after file closure.</p>	<p>N1-412-07-2/5</p> <p>Status: Final, 1/31/2011</p>
<p>ADMINISTRATIVE DECISION RECORDS: CERCLA 106(b) allows potentially responsible parties (PRPs) to petition the Fund for reimbursement of reasonable costs of response actions if they can prove they were not liable for the response costs or they can demonstrate, on the administrative record, the response action ordered was arbitrary and capricious or otherwise not in accordance with the law. These records include 106(b) petitions, correspondence with the petitioner and the regional office, the Preliminary Decision Document, comments by the petitioner and the regional office on the preliminary decision, the Final Decision Document, and other relevant documentation.</p> <p>Item a: Record copy</p> <p>Function: 107-024-01 085</p>	<p>Item a: Disposable Close inactive records when final decision has been issued or when settlement is completed.</p> <p>Destroy 30 years after file closure.</p>	<p>N1-412-07-54/3</p> <p>Status: Final, 05/31/2008</p>
<p>ADMINISTRATIVE RECORDS - SUPERFUND SITE-SPECIFIC: The Administrative Record (AR) is a subset of the remedial and removal site file compiled and made available to the public as the basis for selected Superfund response actions. Specific types of records include Action Memoranda, Administrative Orders, Consent Orders, Applicable or Relevant and Appropriate Requirements (ARARs), the Preliminary Assessment/Site Inspection, the Remedial Investigation/Feasibility Study, Community Relations Plans, correspondence, fact sheets, news clippings, work plans, Natural Resource Trustee information, site reports, the proposed and approved remedial action, POLREPs, Potentially Responsible Party (PRP) letters, the Record of Decision (ROD), technical assistance documentation, technical</p>	<p>Item a(1): Permanent Close inactive remedial records upon issuance of Record of Decision (ROD) for the site or operable unit and appropriate milestones thereafter. Close inactive removal records upon issuance of the Action Memo or appropriate decision document.</p> <p>Transfer to the National Archives 30 years after file closure. If record is microform, destroy paper after quality assurance.</p> <p>Item a(2): Permanent Close inactive remedial records upon issuance of Record of Decision (ROD) for</p>	<p>N1-412-06-16</p> <p>Status: Final, 12/31/2010</p>

<p>Item a(1): Record copy - Nonelectronic Item a(2): Record copy - Electronic Item a(3): Electronic copy of records transferred to the National Archives</p> <p>Function: 108-024-01 019</p>	<p>Action Memo or appropriate decision document.</p> <p>Transfer to the National Archives 5 years after file closure, with any related documentation or external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3):Disposable Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p>	
<p>CASE-SPECIFIC DECISIONS ON INDEMNIFICATION REQUESTS FROM STATES FOR RESPONSE ACTION CONTRACTORS (RACS): In contracts or agreements with an indemnification clause, states or potentially responsible parties (PRPs) make a request regarding indemnification of site-specific design and cleanup from EPA Headquarters. Based on review, EPA issues a decision document granting approval to purchase private insurance or providing for federal indemnification for the state or contractor. Includes the request, background materials including relevant portions of the agreement or contract containing the indemnification clause, and the decision document regarding federal indemnification.</p> <p>Item a: Indemnifications with a specified time limit Item b: Indemnifications without a specified time limit</p> <p>Function: N/A</p>	<p>Item a:Disposable</p> <ul style="list-style-type: none"> • Close inactive records at the end of the year after the closeout of the response action contract. • Destroy 30 after file closure. <p>Item b:Permanent</p> <ul style="list-style-type: none"> • Close inactive records at the end of the year after the closeout of the response action contract. • File with related records and follow instructions for related records (EPA 013 for removal or EPA 014 for remedial). 	<p>N1-412-07-54/2</p> <p>Status: Deleted 08/31/2012</p>
<p>CERCLA SECTION 103 NOTIFICATIONS: Under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Section 103 requires the notification of any spill or other release of a hazardous substance that equals or exceeds a reportable quantity (RQ). There are three types of reporting requirements under CERCLA: CERCLA 103(a) for actual releases, including spills, of hazardous substances; CERCLA 103(c) for facilities where hazardous wastes have been disposed of and where such releases might occur; and CERCLA 103(f)(2) for releases that are continuous and stable in quantity and rate. May also include petroleum products as well as non-hazardous reported releases. Documents include records of communication recording the immediate notification to the EPA or National Response Center by phone; EPA Form, Notification of Hazardous Waste Site; initial written report for continuous releases citing the location and/or facility, the amount(s) and type(s) of the hazardous substance or waste, and location layout; and written follow-up report.</p> <p>Item a(1): Record copy - Nonelectronic Item a(2): Record copy - Electronic Item a(3): Electronic copy of records transferred to the National Archives</p> <p>Function: 108-025-05 091</p>	<p>Item a(1):Permanent Close inactive records at end of year.</p> <p>Transfer to the National Archives 30 years after file closure.</p> <p>Item a(2):Permanent Close inactive records at end of year.</p> <p>Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3):Disposable Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p>	<p>N1-412-07-54/5</p> <p>Status: Final, 12/31/2010</p>
<p>CLAIMS AGAINST THE FUND: Contains records used to document the decisions made by headquarters and regional personnel concerning claims against the Fund under various sections of CERCLA. Includes a copy of the official response claim, documentation of action to settle the claim, a copy of the agreement of the final settlement of the claim, and other related records. Also includes claims filed against the Fund under mixed funding agreements (preauthorization, cashouts, mixed</p>	<p>Item a:Disposable Close inactive records upon settlement of claim.</p> <p>Destroy 30 years after file closure.</p>	<p>N1-412-07-54/4</p> <p>Status: Final, 05/31/2008</p>

periodically against the Fund. Item a: Record copy		
Function: 402-126 087		
COMPLIANCE FILES: Contains records used to determine compliance with pollution regulations and to recommend legal enforcement actions if necessary. Includes compliance schedules, inspections, reports, correspondence, inventories, sampling and analytical data, and related documents. Also includes notices of noncompliance, and compliance orders that do not result in enforcement actions. Item a: Record copy Function: 108-025-08 211	Item a: Disposable Close inactive records at end of year. Destroy 5 years after file closure.	N1-412-07-1/10 Status: Final, 03/30/2007
CONFERENCES, SEMINARS, ASSOCIATIONS, AND SOCIETIES FILES: Includes records related to the participation or sponsorship of EPA staff in professional associations, societies, and related groups. Records consist of conference literature, trip reports, meeting agendas and arrangements, evaluations, copies of papers and other materials collected during participation, and other related records. Item a: Record copy Function: 305-109-02-04 459	Item a: Disposable Close inactive records at end of calendar year. Destroy 2 years after file closure.	N1-412-06-6/7 Status: Final, 02/01/2007
CONTRACT MANAGEMENT RECORDS: Contract records include all correspondence and related records pertaining to the award, administration, receipt, inspection and payment of any and all contracts to which EPA is a party and which are maintained and used by the Agency or Contracting Officer for contract documentation and for performance and financial monitoring and oversight activities. Also includes reviews and audits conducted by the Financial Analysis and Rate Negotiation Service Center (FARSC). Excludes: Superfund site-specific contract management records scheduled as EPA 020; final deliverables scheduled as EPA 258; and unsuccessful bids and proposals not filed with the related contract case files scheduled as EPA 275. Item b: Contract-level Contracting Officer's Representative (COR) Formerly called Project Officer (PO) Item c: Work Assignment Contracting Officer's Representative (COR) Formerly called Delivery Order Project Officer (DOPO) or Work Assignment Manager (WAM) Function: 405 202	Item b: Disposable Close inactive records upon filing of final invoice or completion or termination of the task order or work assignment. Destroy 6 years and 3 months after final payment for the overall contract. Item c: Disposable Close inactive records upon filing of final invoice or completion or termination of the task order or work assignment. Destroy 6 years and 3 months after final payment for the overall contract.	N1-412-06-6/5 Status: Final, 05/31/2007
CONTRACT MANAGEMENT RECORDS - SUPERFUND SITE-SPECIFIC: Contains Superfund contract records including all correspondence and related records pertaining to the requests for proposals (RFPs), successful bids and proposals, procurement award and administration, receipt, inspection and payment of any and all contracts, requisitions, purchase orders, leases, and bond and surety agreements to which EPA is a party and that are maintained and used by the Agency for contract documentation and for performance and financial monitoring and oversight activities. Includes regionally-based contracts such as ARCS and ERCS and headquarters-based contracts such as REM and TES and reviews and audits conducted by the Financial Analysis and Rate Negotiation Service	Item b: Disposable Close inactive records upon completion of final invoice for task order or work assignment. Destroy 30 years after file closure. Item c: Disposable Close inactive records upon completion of final invoice for task order or work assignment. Destroy 30 years after file closure.	N1-412-06-17 Status: Final, 10/31/2007

<p>258), Superfund program support agreements (EPA 001), and unsuccessful bids and proposals and canceled solicitations not filed with the contract case file (EPA 275).</p> <p>Item b: Contract-level Contracting Officer's Representative (COR) Formerly called Project Officer (PO).</p> <p>Item c: Work Assignment Contracting Officer's Representative (COR) Formerly called Delivery Order Project Officer (DOPO) or Work Assignment Manager (WAM)</p> <p>Function: 405 020</p>			
<p>CONTROLLED & MAJOR CORRESPONDENCE: Includes signed controlled and major correspondence. The correspondence significantly documents the program activities and was processed under special handling control procedures because of the importance of the letters or time requirements of replies. Records consist of copies of incoming letters, copies of the responses, and enclosures. Also includes indexes to the correspondence.</p> <p>Item b: Other federal employees</p> <p>Function: 404-141-02-01 141</p>	<p>Item b: Disposable Close inactive records at end of year. Destroy 10 years after file closure.</p>	<p>N1-412-06-10</p> <p>Status: Final, 2/28/2011</p>	
<p>DIRECTIVES AND POLICY GUIDANCE DOCUMENTS ISSUED BY SPECIFIC PROGRAMS AND REGIONS: Includes all records that document EPA's major policy decisions and program operational procedures originated within each program and regional office providing the mandates for overall and specific program direction and action. Records consist of official policy decisions, delegations of authority, memos that set policy or issue guidance, operating guidance, procedures manuals, other procedural materials, technical resource documents, regulatory interpretation and implementation documents, and mandates for action. These collections of materials may be in the form of a program directives system or a program compendium with finding aids and indexes.</p> <p>Item a(1): Published or released to the public and related background materials - Nonelectronic</p> <p>Item a(2): Published or released to the public and related background materials - Electronic</p> <p>Item a(3): Published or released to the public and related background materials - Electronic copy of records transferred to the National Archives</p> <p>Item b: Unpublished or not released to the public and related background materials</p> <p>Function: 306-112 007</p>	<p>Item a(1): Permanent Close inactive records upon issuance or publication or when superseded. Transfer to the National Archives in 5 year blocks, 20 years after file closure.</p> <p>Item a(2): Permanent Close inactive records upon issuance or publication or when superseded. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.</p> <p>Item b: Disposable Close inactive records upon decision to not publish or issue. Destroy 10 years after file closure.</p>	<p>N1-412-06-7</p> <p>Status: Final, 12/31/2010</p>	
<p>DOCKETS: A docket is a collection of documents available to the public for review and, often, public comment. Dockets may be related to the development of rules and regulations (regulatory docket) or made available for other reasons not related to rulemaking (general docket).</p> <p>Regulatory dockets include records relating to the development of EPA regulations. Records may consist of Federal Register documents (e.g., advance notices of proposed rulemaking, proposed rules, final rules, and notices of availability), background documents (e.g., relevant technical documents and information,</p>	<p>Item a: Disposable Close inactive records after publication of rule or close of docket. Destroy 20 years after file closure.</p> <p>Item b: Disposable Close inactive records 5 years after last activity. Destroy 5 years after file closure.</p>	<p>N1-412-04-4</p> <p>Status: Final, 04/30/2012</p>	

that provide necessary factual background, and trip reports), correspondence or meeting summaries (e.g., records of communications with outside parties containing relevant information, lists of participants and summary minutes of meetings with external groups, and summaries of telephone conversations containing relevant information), public hearing transcripts and lists of speakers/attendees, public comments submitted to EPA and responses to public comments documents, supporting materials for administrative requirements (e.g., materials relating to the Regulatory Flexibility Act, Executive Order 12866, and other relevant statutes, orders, and policies), and any other material deemed appropriate by the program office.

General dockets contain documents made available for public review and, often, comments that may not be related to EPA's regulations. Dockets may be established for an array of non-rulemaking actions. They contain materials relating to actions on which EPA is required to solicit comment such as proposed collections of information under the Paperwork Reduction Act, proposed settlements and agreements in litigation, draft permits, and various types of approvals for state and tribal programs. They may also contain materials EPA is making available for public inspection, but not soliciting comments.

Files include comprehensive indices of all materials placed in the Docket.

Excludes: The electronic docket management system scheduled as the Federal Docket Management System (FDMS), EPA 152.

Item a: Final docket

Item b: Inactive, nonfinal docket, and documents of short-term value

Function: 404-141-02-03 **150**

ENFORCEMENT ACTION FILES: Includes all cases referred to Office of Regional Counsel or other offices with enforcement authority, for action against a pollution source or discharger. Includes correspondence, meeting documentation, inspections, evaluations, documentation of administrative actions including notices of violation, notices of deficiency, information requests, warning letters, administrative compliance orders, documentation of civil and criminal actions; corrective action orders, attorney work products, case summaries, pleadings, state and local enforcement records, settlement documents including consent decrees. Excludes: Superfund site-specific and oil spill site-specific enforcement actions scheduled as EPA 025 and EPA 480, respectively.

Item a: Administrative case files where no legal actions are required.

Item b: Judicial case files where routine legal actions are required.

Item c: Landmark or precedent cases. Includes cases as designated by the Regional Administrator's designee.

Function: 108-025-08 **207**

Item a: Disposable

Close inactive records upon settlement or closing of case.

Destroy 10 years after file closure.

Item b: Disposable

Close inactive records upon settlement or closing of case.

Destroy 20 years after file closure.

Item c: Permanent

Close inactive records upon settlement or closing of case.

Transfer nonelectronic records to the National Archives in 5 year blocks 20 years after file closure.

Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 20 years after file closure. If record is microform, destroy paper after quality assurance is completed.

N1-412-07-2/9

Status: Final,
06/30/2007

<p>enforcement authority for actions taken to assess penalties against facilities for failure to maintain proper spill prevention and response plans or for actual oil spills. Includes such actions as inspections, plan reviews, administrative complaints and orders and injunctive relief. Specific types of records include inspection reports, case summaries, compliance status documents, referral packages, attorney work products, state and local enforcement records, facility business and financial records and notices.</p>	<p>Destroy 30 years after file closure.</p> <p>Item b(1):Permanent Close inactive records upon settlement or closing of case.</p> <p>Transfer to the National Archives 30 years after file closure.</p> <p>Item b(2):Permanent Close inactive records upon settlement or closing of case.</p> <p>Transfer to the National Archives 5 years after file closure with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.</p> <p>Item b(3):Disposable Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p>	02/29/2008
<p>ENFORCEMENT ACTIONS - SUPERFUND SITE -SPECIFIC: Includes all cases referred to Office of Regional Counsel or other offices with enforcement authority, for action in accordance with the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (CERCLA). Includes such actions as injunctive relief, natural resource damage actions, remedial investigation/feasibility study (RI/FS) special notices, administrative and judicial cost recovery settlements; administrative orders issued under CERCLA Sections 104, 106, and 122; judicial settlements and orders under CERCLA Sections 106, 107, and 122; and federal facility agreements under CERCLA Section 120. Specific types of records found in this series include the Department of Justice (DOJ) referral package, attorney work products, case summaries, compliance status documents, discovery, litigation support documents, consent decrees, notices, pleadings, state and local enforcement records, subpoenas, witness lists, and 10-point settlement memos.</p>	<p>Item a:Disposable Close inactive records upon settlement or closing of case.</p> <p>Destroy 30 years after file closure.</p> <p>Item b(1):Permanent Close inactive records upon settlement or closing of case.</p> <p>Transfer to the National Archives 30 years after file closure.</p> <p>Item b(2):Permanent Close inactive records upon settlement or closing of case.</p> <p>Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item b(3):Disposable Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p>	<p>N1-412-06-19</p> <p>Status: Final, 12/31/2010</p>
<p>FEDERAL AGENCY HAZARDOUS WASTE COMPLIANCE SITE FILES (FEDERAL FACILITIES FILES): Includes site-specific records relating to hazardous waste sites at federal facilities that have been submitted under RCRA or CERCLA for preliminary assessments. Specific types of records include correspondence, memoranda, meeting notes, work plans, financial and technical progress reports, statements of work and other site-specific contract documentation, hazardous ranking system (HRS) packages, national priorities list (NPL) determination, preliminary assessments (PA), site assessments (SA), sampling and analysis data, pollution reports (POLREPs), endangerment</p>	<p>Item a(1):Permanent Close inactive records at issuance of ROD for the site or operable unit and appropriate milestones thereafter.</p> <p>Transfer to the National Archives 20 years after file closure. If record is microform, destroy paper after quality assurance is completed.</p> <p>Item a(2):Permanent Close inactive records at issuance of ROD for the site or operable unit and appropriate milestones thereafter.</p> <p>Transfer to the National Archives 5 years after file closure, with any</p>	<p>N1-412-07-5</p> <p>Status: Final, 12/31/2010</p>

<p>plans for selected remedial action, and applicable or relevant and appropriate requirements (ARARs), concurrence memoranda, concurrence reports, remedial design and remedial action (RD/RA) reports, community relations plans (CRPs), public meeting notes, RCRA closure and post closure reports, RCRA compliance reports, delisting correspondence, and other related records needed to document the RCRA, CERCLA, or preliminary assessment activities conducted at federal facility hazardous waste sites.</p> <p>Item a(1): Record copy - Nonelectronic Item a(2): Record copy - Electronic Item a(3): Electronic copy of records transferred to the National Archives</p>	<p>applicable at the time.</p> <p>Item a(3):Disposable Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p>	
<p>Function: 108-025-05 012</p> <p>FINAL DELIVERABLES AND REPORTS: Consists of final draft and final deliverables, products, and reports submitted by contractors and grantees to the Agency, or produced in-house by individuals, committees, or task forces. Also includes final reports resulting from special studies and surveys completed within the Agency.</p> <p>Item a(1): Environmental programs, except Superfund site-specific - Nonelectronic Item a(2): Environmental programs, except Superfund site-specific - Electronic Item a(3): Environmental programs, except Superfund site-specific - Electronic copy of records transferred to the National Archives Item b: Superfund site-specific Item c: Non-environmental programs</p> <p>Function: 305-109-01 258</p>	<p>Item a(1):Permanent Close inactive records upon completion of project.</p> <p>Transfer to the National Archives 20 years after file closure.</p> <p>Item a(2):Permanent Close inactive records upon completion of project.</p> <p>Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3):Disposable Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p> <p>Item b:Disposable Close inactive records upon completion of project.</p> <p>Destroy 30 years after file closure.</p> <p>Item c:Disposable Close inactive records upon completion of project.</p> <p>Destroy 7 years after file closure.</p>	<p>N1-412-06-27</p> <p>Status: Final, 2/28/2011</p>
<p>FORMERLY USED DEFENSE SITES (FUDS): Includes documents related to investigation and clean up activities of hazardous waste at formerly used defense sites (FUDS), also known as the Formerly Utilized Sites Remedial Action Program, carried out by the Army Corps of Engineers, in cooperation with EPA. Documentation may include sampling and assessment of contaminated areas, characterization of site conditions, determination of the nature and extent of contamination, selection of response actions, cleanup and closeout of sites, and correspondence with EPA, other federal, or state agencies.</p> <p>Item a: Record copy</p>	<p>Item a:Disposable Close inactive records when EPA concurs with notification of no further action from Corps of Engineers.</p> <p>Destroy 20 years after file closure.</p>	<p>N1-412-07-55/1</p> <p>Status: Final, 04/30/2008</p>

<p>OVERSIGHT: Records include correspondence, reports, policies and procedures, office-specific plans, and other documentation relating to the implementation of the post-award monitoring, evaluation, and oversight of grants and other assistance agreements.</p> <p>Excludes: Records relating to the day-to-day administration of grants and agreements scheduled as EPA 001, EPA 003, and EPA 232.</p> <p>Item a: Superfund site-specific</p> <p>Item b: Other than Superfund site-specific</p>	<p>Close inactive records at end of reporting period.</p> <p>Destroy 30 years after file closure.</p> <p>Item b: Disposable</p> <p>Close inactive records at end of reporting period.</p> <p>Destroy 10 years after file closure.</p>	<p>Status: Final, 09/30/2007</p>
<p>Function: 205 183</p> <p>GRANTS AND OTHER PROGRAM SUPPORT AGREEMENTS - SUPERFUND SITE-SPECIFIC: Includes records that document all types of agreements to which EPA is a party and that support the Superfund program. Specific types of agreements may include interagency agreements, cooperative agreements with federal, state and local government agencies, access agreements, remedial planning and implementation agreements, state Superfund contracts (SSCs), technical assistance grants, Brownfields grants, and other types of agreements which provide for program assistance, support or other sharing of Agency resources and services.</p> <p>Includes supporting documentation - Specific types of records include documentation of significant actions and decisions, applications, pre-award reviews, funding decisions, award documentation, agreement oversight activities, correspondence relating to the agreement, non-compliance/dispute documentation, audit records, and closeout documentation for completed agreements.</p> <p>Excludes: Superfund grants and agreements that are not site-specific scheduled as EPA 003 and final products and deliverables scheduled as EPA 258.</p> <p>Item a: Not needed for cost recovery</p> <p>Item b: Needed for cost recovery</p>	<p>Item a: Disposable</p> <p>Close inactive records immediately after closeout of the agreement.</p> <p>Destroy 7 years after file closure.</p> <p>Item b: Disposable</p> <p>Close inactive records immediately after closeout of the agreement.</p> <p>Destroy 30 years after file closure.</p>	<p>N1-412-06-12</p> <p>Status: Final, 3/31/2009</p>
<p>Function: 205 001</p> <p>MANAGEMENT STUDIES: Consists of staff studies; analyses of administrative policies and procedures; manpower surveys; organization and methods surveys and studies; activity, progress, management improvement, and other reports; and other related records.</p> <p>Item a: Record copy</p>	<p>Item a: Permanent</p> <p>Close file after completion of the study or report or when canceled.</p> <p>Transfer nonelectronic copies to the National Archives in 5 year blocks 20 years after file closure.</p> <p>Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 20 years after file closure.</p>	<p>N1-412-07-2/2</p> <p>Status: Final, 06/30/2007</p>
<p>Function: 304-107 105</p> <p>NATIONAL CONTINGENCY PLAN (NCP) PRODUCT FILES: The National Contingency Plan (NCP) requires EPA to maintain an NCP Product Schedule of dispersants and other chemical or biological products that may be authorized for use on oil discharges. Applicants who wish to list their product must submit the appropriate technical product data</p>	<p>Item a: Disposable</p> <p>Close inactive records when superseded or obsolete.</p> <p>Destroy 10 years after file closure.</p>	<p>N1-412-07-4/1</p> <p>Status: Final, 05/31/2007</p>

Schedule and associated database, vendor applications, interim correspondence, telephone notes, Agency and contractor review documentation, correspondence, Technical Bulletins, and associated records.		
Item a: Record copy		
Function: 104-010-02 086		
<p>NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) PREPARATION FILES: Contains information related to the in-house preparation of environmental impact statements by EPA staff and consultants.</p> <p>Item a(1): Environmental impact statements (EISs) Includes drafts, final, and any official supplemental EISs, record of decision, official reference material such as notices of intent and availability in the Federal Register, comments on EIS documents made by interested parties, special studies or supplemental material related to the EIS.</p> <p>Item a(2): Environmental assessments (EAs) Includes EA, Federal Register notices, findings of no significant impact (FONSI), any comments made by interested parties, special studies or supplemental material related to the EA.</p> <p>Item a(3): Categorical exclusions (CEs) Includes CE, any documents related to the distribution of the CE, special studies or supplemental material related to the CE.</p> <p>Function: 108-025-08 134</p>	<p>Item a(1): Permanent Close inactive records upon preparation of record of decision or if project is withdrawn, upon official notification from the preparing office.</p> <p>Transfer nonelectronic records to the National Archives 14 years after file closure.</p> <p>Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 14 years after file closure.</p> <p>Item a(2): Permanent Close inactive records upon completion of EA.</p> <p>Transfer nonelectronic records to the National Archives 14 years after file closure.</p> <p>Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 14 years after file closure.</p> <p>Item a(3): Permanent Close inactive records upon completion of CE.</p> <p>Transfer nonelectronic records to the National Archives 14 years after file closure.</p> <p>Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time. Delete EPA reference copy 14 years after file closure.</p>	<p>N1-412-07-2/4</p> <p>Status: Draft, 03/30/2007</p>
<p>OIL REMOVAL CONTINGENCY PLANS: Consists of state, local, and regional contingency plans for oil removal, providing for the coordination of the total response to an oil discharge so that contingency organizations can function independently, in conjunction with each other, or in conjunction with the National and Regional Response Teams established by the National Oil and Hazardous Materials Pollution Contingency Plan. Copies are widely</p>	<p>Item a: Disposable Close inactive records when superseded.</p> <p>Destroy immediately after file closure.</p>	<p>N1-412-07-4/3</p> <p>Status: Final, 05/31/2007</p>

<p>Item a: Record copy</p> <p>Function: 104-008-02 093</p> <p>PUBLIC AFFAIRS PROJECT FILES: Contains documents and other material prepared for the purpose of assisting EPA officials in presentations such as Congressional hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities.</p> <p>Item a(1): Original artwork - Special projects Includes artwork used In Congressional hearings, budget presentations, summary review conferences, technical briefings, presentations to the public such as speeches, releases to news media, educational briefs, and exhibits.</p> <p>Item a(2): Original artwork - Routine projects Includes artwork used in administrative and routine in-house activities.</p> <p>Item b: Slides and viewgraphs used by program, staff, and project offices for presentations</p> <p>Item c: Designs and engineering drawings for fabrication of display models and exhibits</p> <p>Function: 305-109-02-04 536</p>	<p>Item a(1):Disposable Close inactive records after project or program is completed. Destroy 3 years after file closure.</p> <p>Item a(2):Disposable Close inactive records after project or program is completed. Destroy 1 year after file closure.</p> <p>Item b:Disposable Close inactive records at end of year. Destroy 1 year after file closure.</p> <p>Item c:Disposable Close inactive records when no longer needed or obsolete. Destroy 3 years after file closure.</p>	<p>Pending--Please contact Joyce Aoyama X3-2595 for more information</p> <p>Status: Development, 07/31/2007</p>
<p>PUBLICATIONS & PROMOTIONAL ITEMS: Files consist of general and technical literature and promotional items along with finding aids and indices used to access collections of publications. General and technical literature includes any manuals, handbooks, brochures, newsletters, or pamphlets developed for use by Agency staff or for distribution to regions, states, other government agencies, the regulated community, and the public. Promotional items include brochures, pamphlets, posters, comic books, buttons, and bumper stickers. Also includes official portraits of senior Agency officials.</p> <p>Item a(1): Items depicting EPA's environmental mission activities - Nonelectronic</p> <p>Item a(2): Items depicting EPA's environmental mission activities - Electronic</p> <p>Item a(3): Items depicting EPA's environmental mission activities - Electronic copy of records transferred to the National Archives</p> <p>Item b: Routine publications or promotional items</p> <p>Item c: Working papers and background materials</p> <p>Function: 305-109-02-04 250</p>	<p>Item a(1):Permanent Close inactive records upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Transfer to the National Archives 20 years after file closure.</p> <p>Item a(2):Permanent Close inactive records upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3):Disposable Delete after electronic record copy is successfully transferred to the National Archives.</p> <p>Item b:Disposable Close inactive records after publication or when document becomes obsolete, is superseded, or no longer</p>	<p>N1-412-06-9</p> <p>Status: Final, 04/30/2012</p>

	<p>closure.</p> <p>Item c: Disposable Close inactive records after publication or when document becomes obsolete, is superseded, or no longer needed to support program activities.</p> <p>Destroy 2 years after file closure.</p>	
<p>RECORDS DISPOSITION FILES: Contains descriptive inventories, disposal authorizations, schedules, and reports. Includes copies of basic documentation of records description and disposition programs, including SF 115 - Request for Records Disposition Authority; SF 135 - Records Transmittal and Receipt; SF 258 - Agreement to Transfer Records to National Archives of the United States and related documentation.</p> <p>Item a(2): Records description and disposition program documentation</p> <p>Item b: Routine correspondence and memoranda</p> <p>Function: 404-141-02-02 307</p>	<p>Item a(2): Disposable Close inactive records after the related records are destroyed or after the related records are transferred to the National Archives of the United States, whichever is applicable.</p> <p>Destroy 6 years after file closure.</p> <p>Item b: Disposable Close inactive records at the end of calendar year.</p> <p>Destroy 2 years after file closure.</p>	<p>GRS 16/2</p> <p>Status: Final, 04/30/2007</p>
<p>REGULATIONS, STANDARDS, & GUIDELINES: Files contain information relating to the development, review, and approval of published and unpublished rules and regulations pursuant to environmental legislation passed by Congress. Records include drafts of proposed regulations and guidelines, the final regulations and guidelines, public and internal comments including concurring and dissenting opinions, OMB request for comments, hearing transcripts, meeting minutes, background documents and other technical support material generated during the process to develop and approve the regulation, standard, or guideline, along with current indexes of documents both included and cited as precedent. Files may include confidential business information or other information to which access is restricted</p> <p>Item a(1): Published regulations, standards, and guidelines - Nonelectronic</p> <p>Item a(2): Published regulations, standards, and guidelines - Electronic</p> <p>Item a(3): Published regulations, standards, and guidelines - Electronic copy of records transferred to the National Archives</p> <p>Item b: Unpublished regulations, standards, and guidelines</p> <p>Function: 306-114 149</p>	<p>Item a(1): Permanent Close inactive records upon promulgation of rule or approval of guideline.</p> <p>Transfer to the National Archives 20 years after file closure. If record is microform, destroy paper after quality assurance is completed.</p> <p>Item a(2): Permanent Close inactive records upon promulgation of rule or approval of guideline.</p> <p>Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.</p> <p>Item a(3): Disposable Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p> <p>Item b: Disposable Close inactive records upon decision to not publish the regulation, standard, or guideline.</p> <p>Destroy 10 years after file closure. If record is microform, destroy paper after quality assurance is completed.</p>	<p>N1-412-07-2/6</p> <p>Status: Final, 02/29/2008</p>
<p>REMEDIAL SITE FILES - SUPERFUND SITE SPECIFIC:</p>	<p>Item a(1): Permanent</p>	<p>N1-412-06-14</p>

<p>PRP, state, federal facilities, other). Includes:</p> <p>Pre-record of decision (ROD) records</p> <ul style="list-style-type: none"> - Examples of specific documents include correspondence and memoranda, quality assurance project plans (QAPPs), endangerment assessment, risk assessment, health and safety plans, potentially responsible party (PRP) searches and investigations, projects operations plans (POPs), remedial investigation (RI) reports, feasibility study (FS) reports, proposed plans for selected remedial action, and applicable or relevant and appropriate requirements (ARARs), congressional inquiries, community relations plans and other site-specific public awareness records. Also includes a headquarters pre-ROD review package, including site-specific review requirement and review. <p>Post-ROD records - Examples of specific documents include correspondence and memoranda, the ROD, state concurrence letters, ROD delegation documents, responsiveness summaries, work assignments, progress reports, and other documents related to the remedial design and remedial action phases.</p> <p>Operation and Maintenance (O and M) records - Examples of specific documents related to long-term treatment measures needed to achieve cleanup objectives include correspondence and memoranda, operation and maintenance plans, monitoring agreements, sampling and analysis data, inspection reports, construction completion documentation packages, site close out, and NPL deletion packages.</p> <p>Item a(1): Record copy - Nonelectronic</p> <p>Item a(2): Record copy - Electronic</p> <p>Item a(3): Electronic copy of records transferred to the National Archives</p>	<p>appropriate milestones thereafter.</p> <p>Transfer to the National Archives 30 years after file closure.</p> <p>Item a(2):Permanent Close inactive records at issuance of ROD for the site or operable unit and appropriate milestones thereafter.</p> <p>Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, in a format as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3):Disposable Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p>	<p>N1-412-07-8</p> <p>Status: Final, 05/31/2007</p>
<p>REMOVAL RECORDS - OIL SPILL SITE-SPECIFIC: Site-specific records relating to emergency, time-critical and non-time-critical removal activities conducted by EPA and non-EPA lead (e.g., PRP, state, federal facilities, other) entities in response to an oil spill. Specific types of records include correspondence, memoranda, work plans, financial and technical progress reports, sampling and analysis data, pollution reports (POLREPs), statements of work and other site-specific contract documentation.</p>	<p>Item a:Disposable Close inactive records upon completion of cost recovery.</p> <p>Destroy 30 years after file closure. If record is microform, destroy paper after quality assurance is complete.</p>	

<p>Function: 108-024-01-01 481</p> <p>REMOVAL RECORDS - SUPERFUND SITE-SPECIFIC: Includes site-specific records relating to emergency, time-critical and non time-critical removal activities conducted by EPA and non-EPA lead (e.g., PRP, state, federal facilities, other) entities. Specific types of records include correspondence, memoranda, work plans, quality assurance project plans (QAPPs) financial and technical progress reports, sampling and analysis data, pollution reports (POLREPs) statements of work and other site-specific contract documentation, and CERCLIS Superfund removal records. Also includes removal response files. Excludes: Removal actions conducted at remedial sites scheduled as EPA 014.</p> <p>Item a(1): Record copy - Nonelectronic Item a(2): Record copy - Electronic Item a(3): Electronic copy of records transferred to the National Archives</p> <p>Function: 108-024-01-01 013</p>	<p>Item a(1):Permanent Close inactive records at end of statute of limitations for initiation of cost recovery or when cost recovery settlement is reached, whichever is later. Transfer to the National Archives 15 years after file closure.</p> <p>Item a(2):Permanent Close inactive records at end of statute of limitations for initiation of cost recovery or when cost recovery settlement is reached, whichever is later. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3):Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives</p>	<p>N1-412-06-13</p> <p>Status: Final, 12/31/2010</p>
<p>RESPONSE TO AUDIT, EVALUATION, AND INVESTIGATION: Includes records used to document and track the Agency's response to audit, evaluation, and investigation processes conducted internally (e.g., by Inspector General (IG)), or externally (e.g., by Government Accountability Office (GAO)). Audits and evaluations may be initiated by EPA, by an outside agency with oversight over EPA, or requested by Congress. Records relating to these special projects include controlled and follow-through correspondence, conference materials, issue and position papers, responses, work plans, studies, corrective actions, tracking/milestones and related records. Records related to the Federal Managers Financial Integrity Act (FMFIA) include: documentation of internal control objectives and techniques, work plans, status reports on conduct of internal control reviews, correction of reported material weaknesses, and related materials such as corrective action strategy, audit follow-up, annual assurance letter, and internal control review reports and supporting documentation. Item a: Record copy</p> <p>Function: 301-091 082</p>	<p>Item a:Disposable Close inactive records when corrective action is complete. Destroy 10 years after file closure.</p>	<p>N1-412-07-1/2</p> <p>Status: Final, 04/30/2008</p>

<p>implementation of the Clean Air Act, Section 112(r), which requires facilities to develop risk management programs which will prevent and minimize consequences of accidental releases of certain hazardous chemicals that could harm public health and the environment. Facilities submit risk management plans (RMPs) every five years, or more frequently per 40 CFR Part 68. Includes RMPs, facility audit reports, correspondence, and other program implementation documents.</p> <p>Item a: Record copy</p> <p>Function: 104-008-02 044</p>	<p>Destroy 7 years after file closure.</p>	<p>04/30/2013</p>
<p>SAMPLING AND ANALYTICAL DATA FILES - SUPERFUND SITE-SPECIFIC: Records relate to chemical analysis services performed to support Superfund remedial and removal site-specific activities. Comprised of records created by laboratories, including through the Contract Laboratory Program (CLP). Contains sample results and supporting documentation including document inventory forms, data summaries, field sheets, chain of custody forms, data sheets and reports, analyst log books, sample logbooks, correspondence, quality assurance and data validation files, quality control summaries, QC data logs and worksheets. Specific types of data packages will include Organic Routine Analytical Services (RAS), Inorganic RAS, Dioxin RAS, High Concentration (HC) Sample Preparation (RAS), and Special Analytical Services (SAS).</p> <p>Item a: Current files Item b: Purge files</p> <p>Function: 108-024-01 018</p>	<p>Item a: Disposable Close inactive records upon completion of primary or major data review/validation and data validation summary reports for the sample set.</p> <p>Destroy when all cost recovery actions have been completed, or 30 years after file closure, whichever is sooner.</p> <p>Item b: Disposable Close inactive records upon completion of primary or major data review/validation and data validation summary reports for the sample set.</p> <p>Destroy 30 years after file closure.</p>	<p>N1-412-06-15</p> <p>Status: Final, 2/28/2010</p>
<p>SITE ASSESSMENT: Includes site-specific records related to sites which were investigated for listing on the National Priorities List (NPL) and the Brownfields program. Specific types of documents include Site Discovery, Preliminary Assessment (PA), Site Investigation (SI) and Hazard Ranking System (HRS) package (e.g., facility worksheet scored by the region/state, site summary documents which describe the site conditions or problems), comments, supporting documentation deletion packages, and documentation which verifies that records supporting site scores exist in state or regional files. Site-specific records also include documents associated with Targeted Brownfields Assessments.</p> <p>Item a: No further remedial action planned sites (NFRAPs) Item b: Sites placed on the NPL Item c: Sites warranting a removal action</p>	<p>Item a: Disposable Close inactive records upon remediation determination.</p> <p>Destroy 40 years after file closure.</p> <p>Item b: Permanent Close inactive records upon remediation determination.</p> <p>File with related site-specific file (EPA 014).</p> <p>Item c: Permanent Close inactive records upon remediation determination.</p> <p>File with related site-specific file (EPA 013).</p> <p>Item d(1): Permanent File with item a and follow instructions for item a.</p> <p>Item d(2): Permanent File with related site-specific file (EPA 014).</p> <p>Item d(3): Permanent</p>	<p>N1-412-07-25</p> <p>Status: Final, 03/31/2009</p>

<p>Item d(2): Sites not yet assigned to the NPL or NFRAP - After NPL determination</p> <p>Item d(3): Sites not yet assigned to the NPL or NFRAP - After removal determination</p> <p>Item e: Brownfields sites</p>	<p>Close inactive records upon remediation determination.</p> <p>Destroy 40 years after file closure</p>	<p>GRS 3/5</p> <p>Status: Final, 04/30/2007</p>
<p>Function: 108-024-01 010</p> <p>SOLICITED AND UNSOLICITED BIDS AND PROPOSALS FILES: Includes records related to successful contract bids and proposals, solicited and unsolicited unsuccessful bids and proposals, canceled solicitations, and lists of acceptable bidders.</p> <p>Item a: Successful bids and proposals</p> <p>Item b(1): Solicited and unsolicited unsuccessful bids and proposals - Small purchases Includes small purchases as defined in the Federal Acquisition Regulations (FAR), 48 CFR Part 13.</p> <p>Item b(2)(a): Solicited and unsolicited unsuccessful bids and proposals - Large purchases when filed separately from contract case files Includes transactions above the small purchase limitations in 48 CFR Part 13.</p> <p>Item b(2)(b): Solicited and unsolicited unsuccessful bids and proposals - Large purchases when filed with contract case files Includes transactions above the small purchase limitations in 48 CFR Part 13.</p> <p>Item c(1): Canceled solicitations - Formal solicitations of offers to provide products or services that were canceled prior to award of a contract Includes Invitations for Bids, Requests for Proposals, and Requests for Quotations, presolicitation documentation on the requirement, any offers that were opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of cancellation.</p> <p>Item c(2): Canceled solicitations - Unopened bids</p> <p>Item d: Lists or card files of acceptable bidders</p>	<p>Item a:Disposable File with related records and follow disposition instructions for related records (EPA 020 for Superfund site-specific contracts or EPA 202 for other contracts).</p> <p>Item b(1):Disposable Destroy 1 year after date of award or final payment, whichever is later.</p> <p>Item b(2)(a):Disposable Destroy when related contract is completed.</p> <p>Item b(2)(b):Disposable File with related records and follow disposition instructions for related records (EPA 020 for Superfund site-specific contracts or EPA 202 for other contracts).</p> <p>Item c(1):Disposable Destroy 5 years after date of cancellation.</p> <p>Item c(2):Disposable Return to bidder.</p> <p>Item d:Disposable Destroy when superseded or obsolete.</p>	<p>N1-412-07-1/1</p> <p>Status: Final, 03/30/2007</p>
<p>Function: 405 275</p> <p>SPECIAL STUDIES: Contains supporting files relating to the development of special studies and surveys produced in house by individuals, committees or task forces. Examples of such studies include topics such as environmental levels of toxic substances, coastal zone management, or economic benefits</p>	<p>Item a:Disposable Close upon completion of study.</p> <p>Destroy 7 years after file closure.</p>	

<p>management studies scheduled as EPA 105.</p> <p>Item a: Record copy</p> <p>Function: 108 005</p>		
<p>SPEECHES & TESTIMONY: Contains speeches and presentations prepared for agency or EPA sponsored meetings, and government, civic and professional conferences and meetings. Also contains copies of congressional testimony and expert testimony related to non-EPA cases.</p> <p>Item a(1): Senior officials - Nonelectronic</p> <p>Item a(2): Senior officials - Electronic</p> <p>Item a(3): Senior officials - Electronic copy of records transferred to the National Archives</p> <p>Item b: Other federal employees when the speeches are not necessary to document the Agency or its programs.</p> <p>Function: 305-109-02-04 140</p>	<p>Item a(1):Permanent Close inactive records at end of calendar year.</p> <p>Transfer to the National Archives 10 years after file closure.</p> <p>Item a(2):Permanent Close inactive records at end of calendar year.</p> <p>Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3):Disposable Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p> <p>Item b:Disposable Close inactive records at end of calendar year.</p> <p>Destroy 5 years after file closure</p>	<p>N1-412-06-8</p> <p>1/31/2011</p>
<p>SPILL PREVENTION CONTROL AND COUNTERMEASURE (SPCC) FACILITY PLANS: Records detail prevention programs submitted by owners and operators of facilities, submitted to regional offices as required by regulations. Includes plans and amendments prescribed by the Regional Administrator. Also includes inspection data forms without violations.</p> <p>Item a: Record copy</p> <p>Function: 104-008-01 092</p>	<p>Item a: Disposable Close inactive records upon completion of amendment implementation or end of year.</p> <p>Destroy 5 years after file closure.</p>	<p>N1-412-07-4/2</p> <p>Status: Final, 05/31/2007</p>
<p>STATE AND OTHER ENTITY RELATIONS AND OVERSIGHT FILES: Contains records used to oversee programs operated in lieu of a federal program by states and other entities. Includes reports, inspections, inventories, correspondence, program reviews, and corrective actions.</p> <p>Item a: Record copy</p> <p>Function: 301-093 203</p>	<p>Item a:Disposable Close inactive records at end of year.</p> <p>Destroy 10 years after file closure.</p>	<p>N1-412-07-1/9</p> <p>Status: Final, 03/30/2007</p>
<p>TRAINING MATERIAL: Contains records used by Agency personnel in planning, preparing, writing, arranging, and conducting training programs for EPA and non-EPA</p>	<p>Item a: Disposable Close inactive records after course or material is superseded.</p>	<p>N1-412-06-11</p> <p>Status: Final, 04/30/2012</p>

generated during training development phase, training workgroup meeting notes, correspondence, training participation surveys and rosters, instructional materials, manuals, and other training aids.

Excludes: Records for training administered by the Personnel program scheduled as EPA 571.

Item a: Routine training materials.

Includes training course plans and materials used for personnel and management training unrelated to the environmental missions of the Agency.

Item c(1): Mission-related training materials
Nonelectronic.

Includes training course plans and materials used for training in functions or activities related to the environmental goals of the Agency and its programs.

Item c(2): Mission-related training materials - Electronic. Includes training course plans and materials used for training in functions or activities related to the environmental goals of the Agency and its programs.

Item c(3): Mission-related training materials - Electronic copy of records transferred to the National Archives. Includes training course plans and materials used for training in functions or activities related to the environmental goals of the Agency and its programs.

Function: 305-109-02-04
200

Item c(1):Permanent

Close inactive records after course or material is superseded.

Transfer to the National Archives in 5 year blocks 20 years after file closure.

Item c(2): Permanent

Close inactive records after course or material is superseded.

Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.

Item c(3):Disposable

Close file upon transfer to the National Archives.

Delete after electronic record copy is successfully transferred to the National Archives.

UNSUCCESSFUL GRANT APPLICATION FILES: Includes but is not limited to applications, proposals, correspondence, and other records and documentation related to unsuccessful (e.g., rejected, withdrawn, not selected for award under a competition) applications for grants and unsolicited proposals for grants that are not accepted for award. This includes documentation relating to the evaluation of the unsuccessful application or unsolicited proposal for award.
Item a: Record copy

Item a:Disposable

Close inactive records after rejection or withdrawal.

Destroy 3 years after file closure.

GRS 3/13

Status: Final,
02/14/2007

of nonrecord copies. Nonrecord materials are those Agency-owned informational materials that do not meet the statutory definition of records in 44 U.S.C. Section 3301 or that have been excluded from coverage by that definition. Examples of Non-Records: Technical Reference Materials, News Clippings, Convenience Copies, Stocks of Forms, Publications, and Processed Documents, Materials Not Appropriate for Preservation, Library or Museum Materials, Working Papers and Drafts.

Function: 0 008

Close when obsolete, superseded or no longer needed for reference.

Destroy immediately after file closure.

APPLICABLE

Status: Final,
02/12/2007

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